



SHERYL L. SPILLER  
Director

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County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

May 10, 2016

18

May 10, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

LORI GLASGOW  
EXECUTIVE OFFICER

Dear Supervisors:

**RECOMMENDATION TO EXTEND FIVE REFUGEE EMPLOYMENT PROGRAM SERVICES  
CONTRACTS  
(ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

The Department of Public Social Services (DPSS) seeks a six-month extension of the current Refugee Employment Program (REP) contracts with the five current contractors effective July 1, 2016, through December 31, 2016.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of DPSS, or her designee, to execute amendments in substantially similar form as Enclosure I with the five agencies for the amounts listed on Enclosure II. The Amendment will extend the contracts for six months effective July 1, 2016 through December 31, 2016 for the provision of REP services Countywide. The total estimated cost of \$1,383,808 is funded through CalWORKs Single Allocation, Family Stabilization, Trafficking and Crime Victims Assistance Program (TCVAP), and Refugee Social Services (RSS) funds, Targeted Assistance (TA) funds, Elderly Services Set-Aside. There is no additional net County cost impact after the required CalWORKs Maintenance of Effort is met.
2. Delegate authority to the Director of DPSS, or her designee, to prepare and sign amendments to extend the contract for an additional six months, effective January 1, 2017 through June 30, 2017. DPSS will seek California Department of Social Services' (CDSS') approval to extend the contract for the additional six months. The Director of DPSS will notify the Board within ten business days after execution.

3. Delegate authority to the Director of DPSS, or her designee, to prepare and sign amendments to the contracts to increase or decrease amounts based on the implementation and/or the elimination of federal funds. The approval of County Counsel as to form will be obtained prior to executing the amendments. The Director shall notify the Chief Executive Office (CEO) within ten business days of executing the amendments.

4. Delegate authority to the Director of DPSS, or her designee, to prepare and execute amendments to the contracts for: (a) instances which affect the scope of work, term of the contract, contract sum, payments, or any term or condition in the contract; (b) additions and/or changes required by the County's Board or Chief Executive Office; (c) changes to be in compliance with applicable County, State, or federal regulations; and (d) increases or decreases of no more than ten percent of the fixed fees based on contractor's performance, County's needs, and/or funding availability. The approval of County Counsel as to form will be obtained prior to executing such amendments. The Director of DPSS will notify the CEO within ten business days after execution.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will allow DPSS to continue vital REP services to the County's refugee population while the REP solicitation is completed to establish new contracts. The REP providers deliver assistance to individuals and families to ensure their needs are met in order to obtain and retain employment while becoming acclimated to their new environment. REP services include acculturation, employment, training, educational, and other specialized services.

The target date to award new REP contracts is December 1, 2016. The current contracts expire June 30, 2016, the extension will carry the contracts through December 31, 2016. A one-month overlap between the expiration of the current contract and the effective date of the new contracts is necessary to transition cases, and provide training, to potential new contractors.

The six-month extension will provide sufficient time for the complete implementation of the LEADER Replacement System (LRS) prior to the start of the new contracts; use of the legacy systems will no longer be required. In addition, the six month extension will provide the County with extra time to complete the procurement process and obtain innovative and high quality proposals to provide direct services in accordance with the scope of work as detailed in the RFP to the refugee population clusters throughout Los Angeles County.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal 1: Operational Effectiveness/Fiscal Sustainability: Maximize the effectiveness of the process, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services.

### **FISCAL IMPACT/FINANCING**

The REP contracts are funded by RSS, TA and Elderly Services Set-Aside grants allocated to the County by the federal Office of Refugee Resettlement (ORR), through the State Refugee Programs Bureau; by TCVAP; by CalWORKs Single Allocation; and by Family Stabilization funds. There is no impact on NCC. The estimated 6-month cost is \$1,383,808. The costs are contingent upon the actual allocations received from the ORR. Funding for Fiscal Year 2016-17 will be included in the Department's Budget Request.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Refugee Act of 1980 created the federal Refugee Resettlement Program to provide for the effective resettlement of refugees and to assist them to achieve economic self-sufficiency after arrival in the United States. The contracts include performance outcomes that measure contractor performance in the areas of employment, work participation and sanctions.

The contractors are in compliance with all Board, CEO and County Counsel requirements.

The contracts will not result in the unauthorized disclosure of confidential information and will be in full compliance with the federal, State and County regulations.

The contracts provide for termination by the County with a 30-calendar day written notice prior to termination, should termination be in the County's best interest.

The contractors will not be asked to perform services which will exceed the contracts' rates, scope of work and contract term.

The CEO and County Counsel have reviewed this Board letter, and the amendment has been approved as to form by County Counsel.

## **CONTRACTING PROCESS**

The recommended amendments were done in accordance with CDSS' regulation 23.622.2 allows for a six-month extension without State approval to complete competitive contract solicitations.

### **Contractor Performance**

Monitoring of the contractors' compliance with the terms of the contract and the performance measures occurs on a semi-annual basis.

During the term of the current contracts, the monitoring results indicate that the five REP contractors are in substantial compliance with the contract requirements.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended action will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

## **CONCLUSION**

The Executive Officer, Board of Supervisors is requested to return one adopted stamped Board letter to the Director of DPSS.

The Honorable Board of Supervisors

5/10/2016

Page 4

Respectfully submitted,

A handwritten signature in black ink, reading "Sheryl L. Spiller". The signature is written in a cursive, flowing style.

SHERYL L. SPILLER

Director

SLS:rl

Enclosures

c: Chief Executive Officer  
Executive Officer, Board of Supervisors  
County Counsel

**AMENDMENT NUMBER \_\_\_\_\_  
TO THE CONTRACT  
BY AND BETWEEN  
COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES  
AND  
XXXXXXXXXXXXXX  
FOR REFUGEE EMPLOYMENT PROGRAM SERVICES**

Reference is made to the document entitled, "*Contract By And Between County of Los Angeles Department of Public Social Services And Agency Name For Refugee Employment Program Services In Service Area X*", dated June 1, 2013; Change Notice Number One dated September 5, 2013; Amendment Number One dated January 15, 2015; Change Notice Number Two dated July 13, 2015 and further identified as County Contract Number REP 13-001, hereinafter referred to as "*Contract*".

WHEREAS, County of Los Angeles and Contractor desire to amend the Contract.

WHEREAS, Contract provides that changes to its terms may be made in the form of a written Amendment which is formally approved and executed by the parties;

NOW THEREFORE, County and Contractor hereby agree to amend this Contract as follows:

**I. All references to the phrase "Older Refugee Discretionary Grant (ORDG)" shall be deleted and replaced with the phrase "Elderly Services Set-Aside (ESSA)".**

**II. SECTION 4.0, TERM OF CONTRACT, Subsection 4.1, is revised as follows:**

**4.0 Term of Contract**

**4.1** The term of the Contract shall commence upon approval by the Board of Supervisors and upon execution by the parties, or June 1, 2013, whichever is later and end on December 31, 2016, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

**III. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.3, Maximum Contract Amount, is deleted and replaced with the following:**

**5.3 Maximum Contract Amount:**

**5.3.1** The maximum amount of this Contract is \$x,xxx,xxx for the term of the Contract. The total maximum amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance/Trafficking and Crime Victims Assistance Program

(TCVAP)/Single Allocation (SA)/Family Stabilization (FS) funds as well as Older Refugee Discretionary Grant and Targeted Assistance Discretionary Grant.

The second and third year funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

Contractor shall not be paid for any Contract expenditures that exceed the maximum contract amount and Contractor agrees that County has

no obligation, whatsoever, to pay for any expenditures that exceed the maximum contract amount. Any expenditure that exceeds the maximum contract amount shall become the fiscal responsibility of Contractor.

Contractor shall not exceed each Fiscal Year's (FY) maximum annual contract amount and shall not roll-over unspent money to the following FY. Any expenditure that exceeds the maximum annual contract amount shall become the fiscal responsibility of the Contractor.

**5.3.2** The maximum annual contract amount for each FY shall be as follows:

**Refugee Employment Program (REP) Services:**

FY 2012-13	\$xx,xxx	(1 month)
FY 2013-14	\$xxx,xxx	
FY 2014-15	\$xxx,xxx	
FY 2015-16	\$xxx,xxx	
FY 2016-17	\$xxx,xxx	(July 2016 - December 2016)

**Family Stabilization (FS) Program Services:**

FY 2014-15	\$xxx,xxx	(January 2015 – June 2015)
FY 2015-16	\$xxx,xxx	(July 2015 – June 2016)
FY 2016-17	\$xxx,xxx	(July 2016 – December 2016)

**CalWORKs SB 1041 Participants:**

FY 2014-15	\$xxx,xxx	(January 2015 – June 2015)
FY 2015-16	\$xxx,xxx	(July 2015 – June 2016)
FY 2016-17	\$xxx,xxx	(July 2016 - December 2016)

**Elderly Services Set-Aside (ESSA):**

FY 2013-14	\$xxx,xxx	(July 2013 – September 2013)
FY 2013-14	\$xxx,xxx	(October 2013 – June 2014)
FY 2014-15	\$xxx,xxx	(July 2014 – December 2014)
FY 2014-15	\$xxx,xxx	(January 2015 – June 2015)
FY 2015-16	\$xxx,xxx	(July 2015 – September 2015)

FY 2016-17	\$xxx,xxx	(July 2016 – September 2016)
FY 2016-17	\$xxx,xxx	(October 2016-December 2016)

**Targeted Assistance Discretionary (TAD) Grant Services:**

FY 2014-15	\$xxx,xxx	(January 2015 – June 2015)
FY 2015-16	\$xxx,xxx	(July 2015 – June 2016)
FY 2016-17	\$xxx,xxx	(July 2016 – September 2016)

**IV. CONTRACTOR'S BUDGET for the period of July 1, 2016 through December 31, 2016, is attached as EXHIBIT C3.**

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number \_\_\_\_\_ to be subscribed on its behalf on the \_\_\_\_ day of \_\_\_\_\_, 2016 by the Director of the Department of Public Social Services and the Contractor has subscribed the same through its authorized officer.

The person(s) signing on behalf of Contractor warrants under penalty of perjury that he or she is authorized to bind Contractor and that he or she holds the stated position noted below.

**COUNTY OF LOS ANGELES**

By: \_\_\_\_\_  
Sheryl L. Spiller, Director  
Department of Public Social Services

Date \_\_\_\_\_

**AGENCY NAME:**

By: \_\_\_\_\_  
xxxxxxxxxxxxxx  
Executive Director

Date \_\_\_\_\_

By: \_\_\_\_\_  
xxxxxxxxxxxxxx  
Chief Financial Officer

Date \_\_\_\_\_

**APPROVED AS TO FORM:  
MARY WICKHAM, COUNTY COUNSEL**

By: \_\_\_\_\_  
Melinda White-Svec  
Deputy County Counsel

Date \_\_\_\_\_

**CONTRACTOR'S BUDGET**

**REP 6-MONTH EXTENSION (July 1, 2016 - December 31, 2016)  
AMOUNTS**

<b>CONTRACTOR</b>	<b>6-month Extension Total</b>
Catholic Charities of Los Angeles, Inc.	\$285,001
Community Enhancement Services	\$244,822
Episcopal Dioceses of Los Angeles	\$273,077
Armenian Relief Society of Western USA, Inc.	\$302,054
Jewish Vocational Service	\$278,854
<b>Total</b>	<b>\$1,383,808</b>